

BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, October 15, 2025

Board Members present: Paul Wittman (PW); Bob Dutton (BD); Ralph Hammond (RH); Scott Counsell (SC); Wendy Carlton (WC)

Board Members attending remotely: None

Board Members not present: None

Staff Members present: Brian Hebert (BH)

Visitors present or attending remotely: None

Board Meeting held at the Bedford TV Studio

General meeting was called to order at 7:04 PM

Approval of BCAT Board Meeting Minutes of September 16, 2025

- The minutes of the BCAT Monthly Board meeting held on September 16, 2025, were unanimously approved.

Executive Director Report Summary

Finance

- Q1 came in with an underrun of \$16,913.99. Classes generated an additional \$6,350 over initial projections.
- An overrun of \$9,370.24 is projected for Q2.

Operations

- The podcast room is being finalized with sound proofing panels, mic stands, and a new set.
- The station's accountant is filing for an extension on BCAT's tax returns.

Classes

- The Intro to Photography is currently being held, with ten students signed up.
- Two Intro to Filmmaking classes will be conducted from 10/29-11/19 and 12/3-12/17.
- The Advanced Filmmaking Class began on 9/24 and is meeting every Wednesday from 4-6pm.
- Adult classes will continue to be offered as requested.
- A recurring podcast classes will be offered on Thursdays starting in November.

Outreach

- Bedford TV submitted its scene for the 'Crowdsourced Boston' project. There will be a screening on 12/17 at the Coolidge Corner Theatre in Brookline.
- BTV submitted six entries for the Alliance for Community Media/Northeast (ACM-NE) video festival and are finalists for all six. An awards night will be scheduled in early December.

Productions

- Bedford Schools sports coverage is continuing, with eleven games to be covered before the next Board meeting. Playoff coverage will begin in November.
- Government meetings are ongoing, with coverage of the Select Board, Finance Committee, Board of Health, School Committee, and Planning Board. Other committees and boards have been contacted and asked to submit Zoom recordings.
- The weekly news program continues to feature segments produced by interns and volunteers along with the 'Sports Update' feature hosted by Dan Brosgol.

- Other upcoming productions include the Veteran Music Performance, Ask Art, Bedford Common, Trunk or Treat, Historical Society Meeting, Special Town Meeting, Kristallnacht, Veteran Day Ceremony, and Flavors of Bedford.

Deadlines

- 11/1/25 – FY26 Q1 Report due to the Town
- 11/1/25 – Deadline for Clerk to file 501(c)(3) Annual Report on MA Secretary of State website
- 12/5/25 – Annual Meeting/Awards Night

Strategic Planning

- The working group assigned to identifying new funding sources for BTV is planning on meeting in December; the date is still being finalized.
- There have no updates regarding upgrades to the Reed Room at Town Hall.
- Pro AV is the vendor that will be performing the Select Board Meeting Room upgrade.

New Business

- The Board agreed to schedule the 2025 Annual Meeting and Awards Night on Friday, 12/5. It will be held in the third floor room at Old Town Hall as in past years.
- BH is awaiting the ACM salary survey, after which time the Board will review our salary structure and other policies.
- The Board will begin formulating a new bereavement policy after researching the topic.
- Work on the FY27 budget will begin soon. Costs for medical insurance will be going up this fiscal year and next, as coverage will be added for an existing employee.
- The Board agreed to hold their next meeting on Thursday, 11/20 to accommodate members' schedules.

Regular meeting adjourned: 8:50 PM

Next Monthly Board Meeting: Thursday, November 20, at 7:00 PM

Prepared by: Scott Counsell - Clerk

